

Professional and Managerial Branch
Water Utilities Administration Group
Registered Engineer Series

E.P.W.U. ENGINEERING SERVICES MANAGER

11/89

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises and manages the Engineering Services Division which consists of engineering design, field engineering, construction inspection and contract administration on most facility improvement, construction, relocation and service extension projects; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, assigns, directs and coordinates the functions and activities of personnel engaged in the design, field engineering, construction inspection and contract administration of facility improvements, service extensions and other engineering and construction projects; oversees the engineering aspects of all Utility operations; ensures that proper engineering principles and sound engineering judgment is exercised on all engineering projects; acts as senior technical advisor on all engineering related matters to other division managers, the Deputy General Manager and the General Manager.

Works with the Planning and Development Division Manager to develop a long range capital improvements plan; coordinates other aspects of long range project planning, such as permit applications and regulatory approvals, with the Planning and Development Division; ensures that all required permits are obtained before their respective deadlines.

Establishes a project tracking and management system to monitor the progress of every engineering project in the Division, from inception of design to completion of construction, in relation to specific deadline dates and other performance criteria; makes a concerted effort to ensure that all projects are completed on time, within budget, and in accordance with accepted engineering standards; documents the causes of any delays and cost overruns, and notifies the Deputy General Manager as soon as possible.

Oversees the design of all engineering projects; provides technical assistance and quality control to the design staff, to ensure that the work is executed in accordance with accepted engineering standards and practices; approves all principal engineering design documents; provides technical oversight and assistance to the engineering staffs of the Water and Sewer Divisions on lesser engineering projects that are to be completed by Division crews.

Coordinates the preparation of all project bid documents, to include plans, specifications and estimates; supervises the bid selection and contract award process for all engineering and construction projects; oversees and administers the work of engineering consultants.

Coordinates the field engineering aspects of design and construction, to include surveying and utility coordination.

Oversees the quality control inspection of construction projects; ensures that materials testing is performed as required in the standard specifications, and reviews the results as necessary; ensures that as-built and other construction drawings are prepared as required. Oversees the filing and storage of all engineering maps and records belonging to the Utilities.

Evaluates the training needs of Division staff, and arranges needed training as appropriate; maintains a formal "on-the-job training" program for all new engineers and technicians, to provide them with an organized introduction to engineering practices in the Utilities; rotates engineers and technicians within the sections of the Division and the engineering sections of the Water and Sewer Divisions, to the extent that is practical, to provide a maximum amount of cross training.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering and eight years of progressively responsible experience in the design of municipal water and sewer systems including four years experience in a managerial or supervisory capacity in an engineering office; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of municipal water and sewer systems engineering; comprehensive knowledge of water and sewer system construction practices, preparation of specifications, and quality control techniques; comprehensive knowledge of construction contract award and administration procedures; considerable knowledge of federal and state regulatory requirements as they relate to municipal water and sewer system design; considerable knowledge of supervisory techniques.

Ability to manage an engineering office and field organization; ability to plan, organize, direct, delegate and control the work of a staff of professional engineers and technicians; ability to maintain effective working relationships with other division managers, subordinates, and other members of the Utilities' staff; ability to communicate effectively orally and in writing.

Licenses and Certifications: Registration as a Professional Engineer in the State of Texas; an "A" Certificate of Competency in Water from the Texas Health Department and an "A" Certificate of Competency in Wastewater from the Texas Water Commission; Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL